



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## Consultation Process for Parentally-Placed Nonpublic School Students

### **Timely and Meaningful Consultation [34 CFR §300.134] [511 IAC 7-34-4(a) and (b)]**

- ☐ The LEA provided a timely and meaningful consultation process during the design and development of special education services for the students.

DATE OF MEETING: \_\_\_\_\_

- ☐ The LEA consulted with nonpublic school representatives.

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- ☐ The LEA consulted with parents of parentally-placed nonpublic school student with disabilities.

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**Comments:**

**Consultation Process: 5 Required Components [34 CFR §300.134(a) – (e)] [511 IAC 7-34-4(c)]**

☐ The consultation process included the 5 requirements.

**REQUIREMENT #1: 34 CFR §300.134(a) / 511 IAC 7-34-4(c)(1)**

☐ The child find process was discussed, and included the following:

☐ How parentally-placed nonpublic school students suspected of having a disability will be located, identified, and evaluated.

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☐ How parents, teachers, and nonpublic school officials will be informed of the child find process.

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**Comments:**

**REQUIREMENT #2: 34 CFR 300.134(a)(b) / 511 IAC 7-34-4(c)(2)**

- ☐ The proportionate share of funds was discussed, and included the following:
- ☐ The determination of the proportionate share of federal funds available to serve parentally-placed nonpublic school students with disabilities.

School-Aged Students Determination: \_\_\_\_\_  
Part B, §1411(f) federal sub-grant  
Students Aged 3 thru 5 Determination: \_\_\_\_\_  
Part B, §1419(g) federal sub-grant

- ☐ How the proportionate share of federal funds was calculated.

**Calculating Proportionate Share:** This calculation needs to be done for both §1411(f) and §1419(g).  
\* See 511 IAC 7-34-7(c) and (e) \*

USING THE NUMBER OF ELIGIBLE STUDENTS WITH DISABILITIES:

- 1) **Divide** the number of parentally-placed nonpublic school students with disabilities by the total number of students with disabilities (nonpublic and public school students)
- 2) The quotient obtained (1) is **multiplied** by the public agency's current total subgrant.
- 3) The product obtained in (2) **equals** the public agency's proportionate amount of Part B funds that must be spent on parentally-placed nonpublic school students.

**EXAMPLE CALCULATION:**

1) # of nonpublic school students with disabilities

# = \_\_\_\_\_  
\_\_\_\_\_ DIVIDED \_\_\_\_\_ = A \_\_\_\_\_  
Total number of students with disabilities  
(public and nonpublic)

# = \_\_\_\_\_  
\_\_\_\_\_  
2) A \_\_\_\_\_ X (multiplied) Part B Subgrant: \_\_\_\_\_

3) = \_\_\_\_\_  
**PROPORTIONATE SHARE**

**Comments:**

**REQUIREMENT #3: 34 CFR §300.134 (c) / 511 IAC 7-34-4(c)(3)**

☐ The consultation process among the LEA, nonpublic school officials, and representatives of parents of parentally-placed nonpublic school students was discussed, including:

☐ How the process will operate throughout the school year to ensure that parentally-placed students with disabilities identified through the child find process can meaningfully participate in special education and related services.

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**Comments:**

**REQUIREMENT #4: 34 CFR §300.134 (d) / 511 IAC 7-34-4(c)(4)**

- ☐ The provision of special education and related services was discussed, specifically how, where, and by whom special education and related services will be provided for parentally-placed nonpublic school students with disabilities, including:

- ☐ The types of services, including direct services and alternate service delivery mechanisms;

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- ☐ How special education and related services will be apportioned if funds are insufficient to serve all parentally-placed nonpublic school students; and

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- ☐ How and when those decisions will be made.

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**Comments:**

**REQUIREMENT #5: 34 CFR §300.134 (e) / 511 IAC 7-34-4(c)(5)**

☐ The written explanation by LEA regarding services was discussed at the consultation meeting, including:

☐ How, if the LEA disagrees with the views of the nonpublic school officials on the provision of services or the types of services (whether provided directly or through a contract), the LEA will provide to the nonpublic school officials a written explanation of the reasons why the LEA chose not to provide services directly or through a contract.

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WRITTEN EXPLANATION:    YES    or    NO

IF YES, REASONS WHY:

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**Comments:**

**Written Affirmation [34 CFR §300.135] [511 IAC 7-34-4(d) and (e)]**

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- ☐ The LEA obtained a written affirmation signed by the representatives of participating nonpublic schools upon a timely and meaningful consultation. A public agency does not need to obtain written affirmation from nonpublic schools that do not participate in the consultation process.

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- ☐ Because the representative of nonpublic schools did not provide the affirmation within 20 instructional days of the date the consultation occurred, the LEA forwarded the documentation of the consultation process to the Center for Exceptional Learners.

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**Comments:**